

Community College	Program Name	Occupation Description ²	Job Outlook ¹		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 ³
Lansing	Accounting	<u>Bookkeeping, Accounting, and Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60,748	1,071	\$14.59
	Accounting CA	<u>Bookkeeping, Accounting, and Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60,748	1,071	\$14.59
	Acute and Long-Term Care Nurse Aide	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50,949	1,074	\$11.30

Acute Care Nurse Assistant/Orderly	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50,949	1,074	\$11.30
Architectural Tech, Residential Design	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2842	78	\$18.28
Auto AC/Electrical Accessories	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20

Auto Steer/Suspension/Brakes	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20
Auto/Automotive Body Repairer	<u>Elevator Installers and Repairers</u> (Escalator Installer) Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters. Illustrative Examples: Elevator Mechanic; Hydraulic Elevator Constructor	939	25	\$29.48
Automotive Drive Lines	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20
Automotive Technology	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20

Avionics	<u>Avionics Technicians</u> Install, inspect, test, adjust, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space vehicles. Illustrative Examples: Aircraft Electrician; Automatic Pilot Mechanic; Missile Facilities Repairer	216	5	\$22.61
Basic Emergency Medical Serv Certificate of Achievement	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5,909	114	\$12.97
Basic Emergency Medical Technician	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5,909	114	\$12.97
Bookkeeping CC	<u>Bookkeeping, Accounting, and Auditing Clerks</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60,748	1,071	\$14.59

Chemical Process Technology	<u>Chemical Technicians</u> (Assayer) Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for purposes, such as research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. Illustrative Examples: Fiber Analyst; Paint Tester	2441	69	\$17.40
Child Development Associate (CDA) Credential Training	<u>Child Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny	36,511	1,501	\$9.09
Child Development Certificate	<u>Child Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny	36,511	1,501	\$9.09
Computer Aided Drafting & Design Tech	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2,842	78	\$18.28

Computer Graphics, Multimedia	<u>Multi-Media Artists and Animators</u> Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. Illustrative Examples: Computer Artist; Computer Graphics Illustrator; Special Effects Specialist	1303	45	\$17.77
Computer Network/Communication	<u>Network and Computer Systems Administrators</u> (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator	6,902	212	\$26.97
Computer Programmer/Analyst	<u>Computer Support Specialists</u> (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist	14,208	264	\$19.15

Computer Repair Technician	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician	4,229	99	\$24.08
Correctional Officer	<u>Correctional Officers and Jailers</u> Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard	12,217	240	\$19.23
County/Local Detention Officer	<u>Correctional Officers and Jailers</u> Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard	12,217	240	\$19.23
Credit Union Management	<u>Loan Counselors</u> (Credit Counselor) Provide guidance to prospective loan applicants who have problems qualifying for traditional loans. Guidance may include determining the best type of loan and explaining loan requirements or restrictions. Illustrative Examples: Farm Mortgage Agent; Financial Aid Counselor	854	21	\$18.02

Diagnostic Medical Sonography	<u>Diagnostic Medical Sonographers</u> (Ultrasound Technologist) Produce ultrasonic recordings of internal organs for use by physicians. Illustrative Example: Ultrasonic Tester	1,477	50	\$25.11
Dietary Manager	<u>Dietitians and Nutritionists</u> Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research. Illustrative Examples: Public Health Dietitian; Nutrition Director; Research Dietitian	1,673	43	\$22.19
E-Business	<u>First-Line Supervisors/Managers of Retail Sales Workers</u> Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. Illustrative Examples: Department Manager; Flower Shop Manager; Supervisor of Cashiers	46765	992	\$16.63
Electrical Tech, Construction	<u>Electricians</u> Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Exclude "Security and Fire Alarm Systems Installers" (49-2098). Illustrative Examples: Electrical Sign Servicer; House Wirer; Chief Electrician	24,018	445	\$28.13

Electrical Technology, Control & Maintenance

	<u>Helpers--Electricians</u> Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment. Exclude apprentice workers and report them with the appropriate skilled construction trade occupation (47-2011 through 47-2221). Exclude construction laborers who do not primarily assist electricians, and classify them under "Construction Laborers" (47-2061). Illustrative Examples: Utilities Ground Worker; Electrician's Assistant	2,155	89	\$14.00
Electrical Wiring	<u>Security and Fire Alarm Systems Installers</u> Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. Exclude "Electricians" (47-2111) who do a broad range of electrical wiring. Illustrative Examples: Fire Alarm Installer; Burglar Alarm Mechanic	1,102	39	\$18.33
Electronics Troubleshooter	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician	4,229	99	\$24.08

Engine Performance/Diagnosis	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20
Field Sales and Marketing	<u>Meeting and Convention Planners</u> Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions. Illustrative Examples: Conference Planner; Conference Service Coordinator; Convention Manager	940	27	\$18.15
Figure Studies	<u>Fine Artists, Including Painters, Sculptors, and Illustrators</u> Create original artwork using any of a wide variety of mediums and techniques, such as painting and sculpture. Illustrative Examples: Art Restorer; Statue Maker	2643	98	\$33.71
Geographic Information Systems	<u>Cartographers and Photogrammetrists</u> Collect, analyze, and interpret geographic information provided by geodetic surveys, aerial photographs, and satellite data. Research, study, and prepare maps and other spatial data in digital or graphic form for legal, social, political, educational, and design purposes. May work with Geographic Information Systems (GIS). May design and evaluate algorithms, data structures, and user interfaces for GIS and mapping systems. Illustrative Examples: Field Map Editor; Mapper	102	4	\$24.26
Gerontology	<u>Community and Social Service Specialists, All Other</u> All community and social service specialists not listed separately. Illustrative Examples: Community Organization Worker; Veteran's Service Officer	31	1	n/a

Graphic Design	<u>Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders</u> (Laser Cutter Machine Operator) Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Include workers who operate laser cutters or laser-beam machines. Illustrative Examples: Electron Beam Welder Setter; Laser-Beam Machine Operator; Ultrasonic Welding Machine Operator	5,630	155	\$23.27
Health Unit Clerk/Coordinator	<u>Receptionists and Information Clerks</u> Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization. Exclude "Switchboard Operators, Including Answering Service" (43-2011). Illustrative Examples: Appointment Clerk; Front Desk Clerk; Referral and Information Aide	36,434	1,200	\$11.10
Healthcare Central Service Tech	<u>No related SOC</u>	----	----	----
Heating, Air Conditioning / Building Maintenance	<u>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</u> Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer	8,248	158	\$21.23
Humorous Illustration	<u>Artists and Related Workers, All Other</u> All artists and related workers not listed separately. Illustrative Examples: Art Appraiser; Calligrapher; Inker and Opaquer	491	11	\$14.53

Industrial Technology	<u>Industrial Engineering Technicians</u> Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May study and record time, motion, method, and speed involved in performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency. Illustrative Examples: Methods Study Analyst; Quality Control Technician; Time Study Analyst	5860	113	\$21.70
Information Management	<u>Office and Administrative Support Workers, All Other</u> All office and administrative support workers not listed separately. Illustrative Examples: Notary Public; Envelope Stuffer	18027	445	\$13.74
Information Technology Basics	<u>Computer Support Specialists</u> (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist	14,208	264	\$19.15

Internet for BusinessNetwork and Computer Systems Administrators

(LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator

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Internet for BusinessNetwork and Computer Systems Administrators

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6,902

212

\$26.97

Juvenile Care Worker	<u>Child, Family, and School Social Workers</u> (Foster Care Worker) Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children. Illustrative Examples: Adoption Agent; Child Abuse Worker	12720	242	\$22.17
Labor Relations	<u>Employment, Recruitment, and Placement Specialists</u> Recruit and place workers. Illustrative Examples: Employment Interviewer; Personnel Recruiter; Placement Assistant	4439	90	\$20.66
Long-term Care Nurse Aide	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50,949	1,074	\$11.30
Machine Control	<u>Signal and Track Switch Repairers</u> Install, inspect, test, maintain, or repair electric gate crossings, signals, signal equipment, track switches, section lines, or intercommunications systems within a railroad system. Illustrative Examples: Signal Mechanic; Signal Maintainer; Third Rail Installer	501	18	n/a

Machine Repair	<u>Elevator Installers and Repairers</u> (Escalator Installer) Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters. Illustrative Examples: Elevator Mechanic; Hydraulic Elevator Constructor	939	25	\$29.48
Management, Advanced	<u>Managers, All Other</u> All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager	27,094	829	\$42.15
Management, Certificate of Achievement	<u>Managers, All Other</u> All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager	27,094	829	\$42.15
Marketing Certificate	<u>Wholesale and Retail Buyers, Except Farm Products</u> Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Include assistant buyers. Illustrative Examples: Importer; Merchandiser; Wholesale Jobber	4294	121	\$21.50
Massage Therapy	<u>Massage Therapists</u> Massage customers for hygienic or remedial purposes. Illustrative Examples: Masseuse; Masseur; Rubber	2581	113	\$25.51

Media Technology	<u>Broadcast Technicians</u> (Control Room Technician) Set up, operate, and maintain the electronic equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate radio transmitter to broadcast radio and television programs. Illustrative Example: Audio Engineer	1062	36	\$19.85
Medical Administrative Assistant	<u>Medical Assistants</u> (Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide	14,681	647	\$12.48
Medical Insurance Billing	<u>Medical Secretaries</u> Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Illustrative Examples: Psychiatric Secretary; Dental Secretary	14,229	248	\$13.52

Medical Transcriptionist	<u>Medical Transcriptionists</u> Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction. Illustrative Example: Medical Stenographer	3,308	107	\$14.83
Microcomputer Database Specialist	<u>Computer Support Specialists</u> (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist	14,208	264	\$19.15
Microsoft Office User Specialist (MOUS) Master Certification Prep	<u>No related SOC</u>	----	----	----
Millwright, Certificate	<u>Elevator Installers and Repairers</u> (Escalator Installer) Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters. Illustrative Examples: Elevator Mechanic; Hydraulic Elevator Constructor	939	25	\$29.48

Molecular Biotechnology	<u>Biological Scientists, All Other</u> All biological scientists not listed separately. Illustrative Examples: Geneticist; Paleobotanist; Plant Taxonomist	568	18	n/a
Motion Picture Production	<u>Producers and Directors</u> (Stage Manager) Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of guests, set design, sound, special effects, and choreography. Illustrative Examples: Independent Film Maker; Program Arranger	2,165	53	\$22.26
Multi-Skill Patient Care Tech	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31- 1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50949	1074	\$11.30
Nursing (I.p.n. Training) Certificate	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31- 1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50,949	1,074	\$11.30

Office Assistant	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide	39,448	694	\$18.08
Office Skills Training	<u>First-Line Supervisors/Managers of Office and Administrative Support Workers</u> Supervise and coordinate the activities of clerical and administrative support workers. Illustrative Examples: Claims Supervisor; Stock Room Manager; Teller Supervisor	39,857	776	\$20.59
Paramedic	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5,909	114	\$12.97
PC Productivity Applications	<u>Data Entry Keyers</u> (Keypunch Operator) Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Exclude "Word Processors and Typists" (43-9022). Illustrative Example: Data Typist	6,377	153	\$12.26
PC User Support	<u>Telephone Operators</u> (Directory Assistance Operator) Provide information by accessing alphabetical and geographical directories. Assist customers with special billing requests, such as charges to a third party and credits or refunds for incorrectly dialed numbers or bad connections. May handle emergency calls and assist children or people with physical disabilities to make telephone calls. Illustrative Examples: Long Distance Operator; Routing Operator	757	20	n/a

Pharmacy Technician	<u>Pharmacy Technicians</u> Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.	8,818	247	\$12.03
Phlebotomy Technician	<u>Healthcare Support Workers, All Other</u> All healthcare support workers not listed separately. Illustrative Examples: Phlebotomist; Reducing Salon Attendant	8,464	238	\$12.98
Photography	<u>Photographers</u> Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints. Include scientific photographers, aerial photographers, and photojournalists. Illustrative Example: Camera Operator	3290	108	\$14.74
Precision Agriculture	<u>Farm, Ranch, and Other Agricultural Managers</u> (Nursery and Greenhouse Manager) On a paid basis, manage farms, ranches, aquacultural operations, greenhouses, nurseries, timber tracts, cotton gins, packing houses, or other agricultural establishments for employers. Carry out production, financial, and marketing decisions relating to the managed operations following guidelines from the owner. May contract tenant farmers or producers to carry out the day-to-day activities of the managed operation. May supervise planting, cultivating, harvesting, and marketing activities. May prepare cost, production, and other records. May perform physical work and operate machinery. Illustrative Examples: Fruit Grower; Farm Livestock Manager	7395	158	n/a
Real Estate	<u>Appraisers and Assessors of Real Estate</u> Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules. Illustrative Examples: Building Appraiser; County Assessor; Property Evaluator	3102	100	\$23.92

Residential Building	<u>Carpenters</u> Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places. Illustrative Examples: Shipwright; Cabinetmaker; Wood Floor Layer	38162	707	\$18.99
Sign Language Interpreter	<u>Interpreters and Translators</u> Translate or interpret written, oral, or sign language text into another language for others. Illustrative Examples: Braille Translator; Deaf Interpreter; Language Translator	440	11	\$14.67
Stage Technology	<u>Set and Exhibit Designers</u> Design special exhibits and movie, television, and theater sets. May study scripts, confer with directors, and conduct research to determine appropriate architectural styles. Illustrative Examples: Set Decorator; Stage Scenery Designer	310	6	\$21.22
Substance Abuse	<u>Substance Abuse and Behavioral Disorder Counselors</u> Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs. Exclude "Social Workers" (21-1021 through 21-1029), "Psychologists" (19-3031 through 19-3039), and "Mental Health Counselors" (21-1014) providing these services. Illustrative Examples: Addiction Counselor; Chemical Dependency Counselor; Drug Counselor	1487	47	\$17.76

Surgical Technology	<u>Surgical Technologists</u> (Surgical Orderly) Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Illustrative Examples: Operating Room Technician; Scrub Technician	2557	62	\$17.45
Surveying and Materials Tech	<u>Civil Engineering Technicians</u> Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists. Illustrative Example: Highway Technician	1952	44	\$19.72
Tool and Die Maker	<u>Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic</u> Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes. Illustrative Examples: Draw Bench Operator; Tube Drawer; Wire Drawing Setter	6482	219	\$12.68
Welding Technology Certificate of Achievement	<u>Welders, Cutters, Solderers, and Brazers</u> Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. Illustrative Examples: Acetylene Burner; Arc Welder; Blow Torch Operator	14,746	406	\$17.16

Windows ProgrammingComputer Support Specialists

14,208

264

\$19.15

(Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.